

# PERIODICALS ACCURACY GRADING & EVALUATION

MARCH 2002





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# Purpose/Overview

The Periodicals Accuracy, Grading, and Evaluation (PAGE) program is a process designed in cooperation with the publishing industry to evaluate publication and print planning (ppp) software and to determine its accuracy in calculating virtual copy weight and the percentage of advertising according to *Domestic Mail Manual (DMM)* standards. Participation in the program is purely voluntary. Although this program evaluates and validates copy weight and advertising percentage calculations, PAGE does not eliminate physical review of issues or annual audits of Periodicals prepared using PAGE-certified software. However, PAGE does allow Periodicals mailers to forego the submission of marked copies for every edition of every issue, unless otherwise requested by postal officials. PAGE certification is available to developers of software products and the software users. This program will test and certify the calculation accuracy of ppp software on the product level. On the user level, the competency and general knowledge of Periodicals mailings as set forth in the DMM and applicable Customer Support Rulings (CSRs) is tested. Additionally, any mailer (publisher) wishing to forego the submission of marked copies must be authorized for acceptance of Periodicals weights from PAGE certified software through the New York Rates and Classification Service Center (NY RCSC). Authorization involves completing and returning the Application to Accept Publisher's Weights for Periodicals along with all required materials to the NY RCSC.

The USPS defines a PAGE-certified software product as a publication and print planning (ppp) software specifically written to operate on a particular platform or operating system and assigned a specific version number. Many products use different language compilers to process files within different operating systems or on different hardware platforms. Therefore, to maintain the highest quality standards, PAGE will certify a developer's product that operates on a particular platform at the current version number. The developer may submit all platforms or as many as he/she chooses for certification. PAGE will evaluate each publication and print planning software product platform on its own merits and will issue a specific certification for that platform if warranted.

*Note: Throughout this manual, any reference to a "publication and print planning software product" implies a product written for a specific hardware/software platform at the current version number.*

## Example:

Developer	PPP Product	Platforms	Version
Mags R Us	Super Layout	Windows NT for PC	1.2

## Types of Certification

### Product Certification

Product certification is available to companies who write their own print production and planning software that includes postal calculations of virtual copy weight and percentage of advertising. These software products may be available to mailers for purchase (retail product) or may be developed for internal use only (proprietary software). When purchasing the testing package, developers will ship the completed pre-certification survey and the software to the PAGE team for analysis of the calculation algorithms and procedures. An on-site audit is also available to Developers as needed.

Upon successful completion of testing, developers are awarded a certificate indicating their company name, the product name and the version certified. Certification is valid through the end of the cycle in which the product is tested annually. Certified products will be listed on the PAGE certified list posted on our website at [ribbs.usps.gov/PAGE](http://ribbs.usps.gov/PAGE).

Developers **MUST** complete the certification process before their users are eligible to participate.

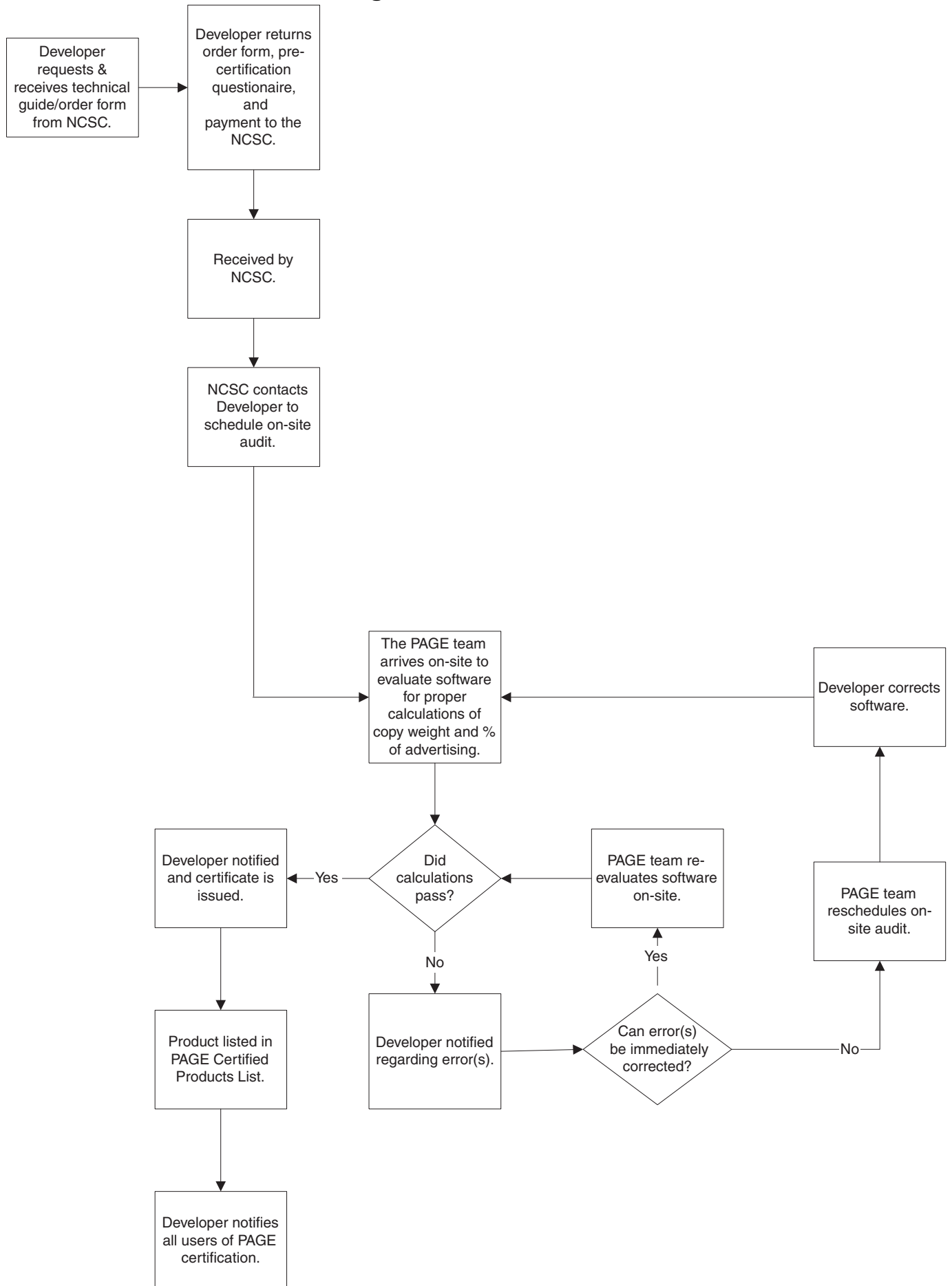
## User Certification

Upon product certification or purchase of a PAGE-certified product, user certification is available to those who will operate the software. Users are required to submit an electronic layout of a current issue (largest edition) of their publication along with a manual marked copy of the same issue/edition. In addition, users must complete a written examination of fundamental knowledge of Periodicals mailing requirements and regulations contained within the DMM and any relevant CSRs. Participants must score a 90% or better to pass the exam. Upon successful completion of testing, users are awarded a certificate indicating their name, company name, publication(s), and the particular product that they are certified to use. Certification is valid through the end of the cycle in which they were tested (typically two years). Certified users will be listed on the PAGE-certified list posted on our web site at [ribbs.usps.gov/PAGE](http://ribbs.usps.gov/PAGE).

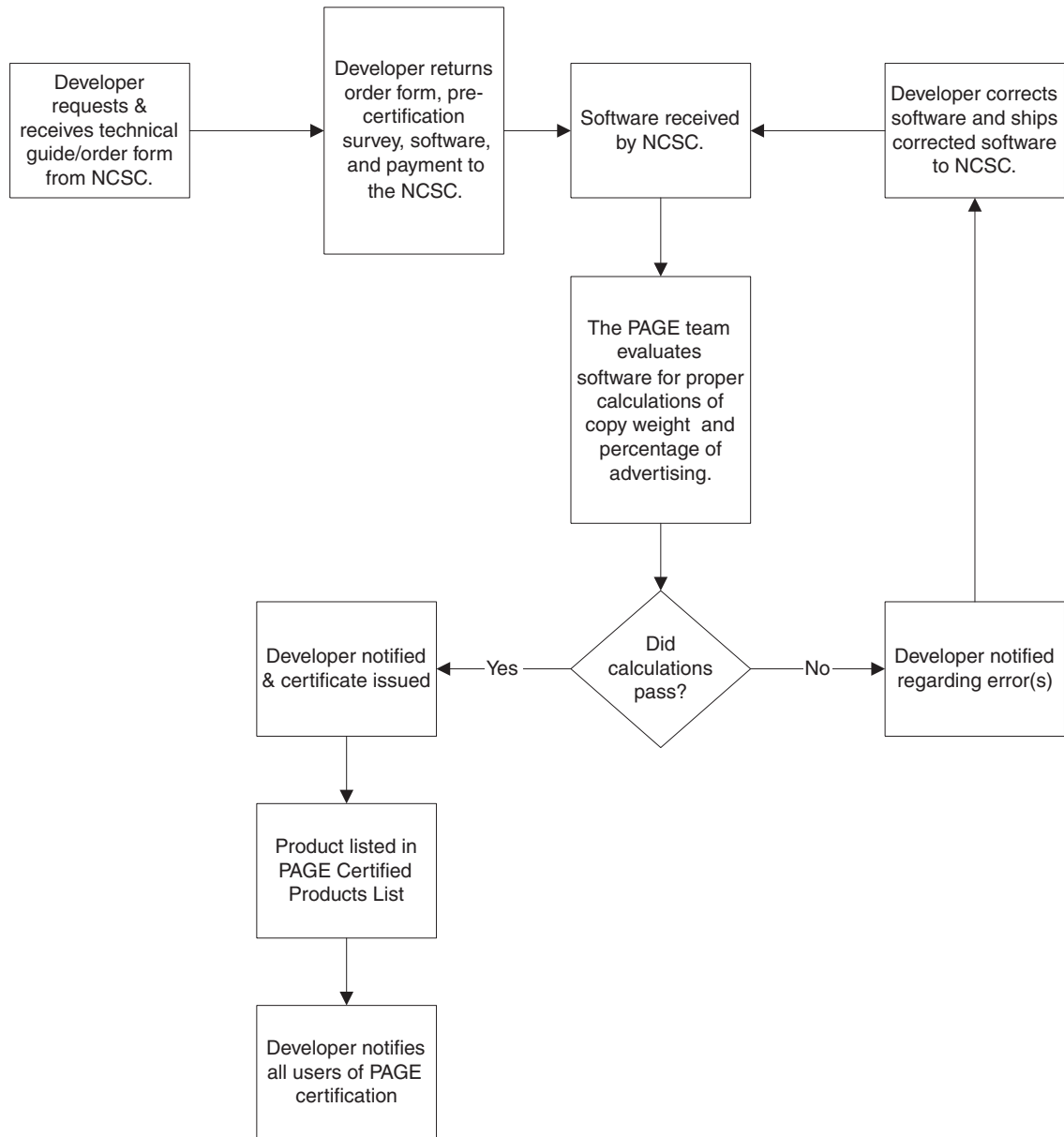
## Publisher (Mailer) Authorization for Acceptance of Weights

In order to qualify for the acceptance of weights from PAGE-certified software and to forego the submission of marked copies for every mailing, the publisher (or mailer) must also complete the authorization process through the NY RCSC. For the publisher to be eligible for authorization, those responsible for the construction of publications using PAGE-certified software must first obtain certification to use that software.

## Product Testing Process with On Site Audit

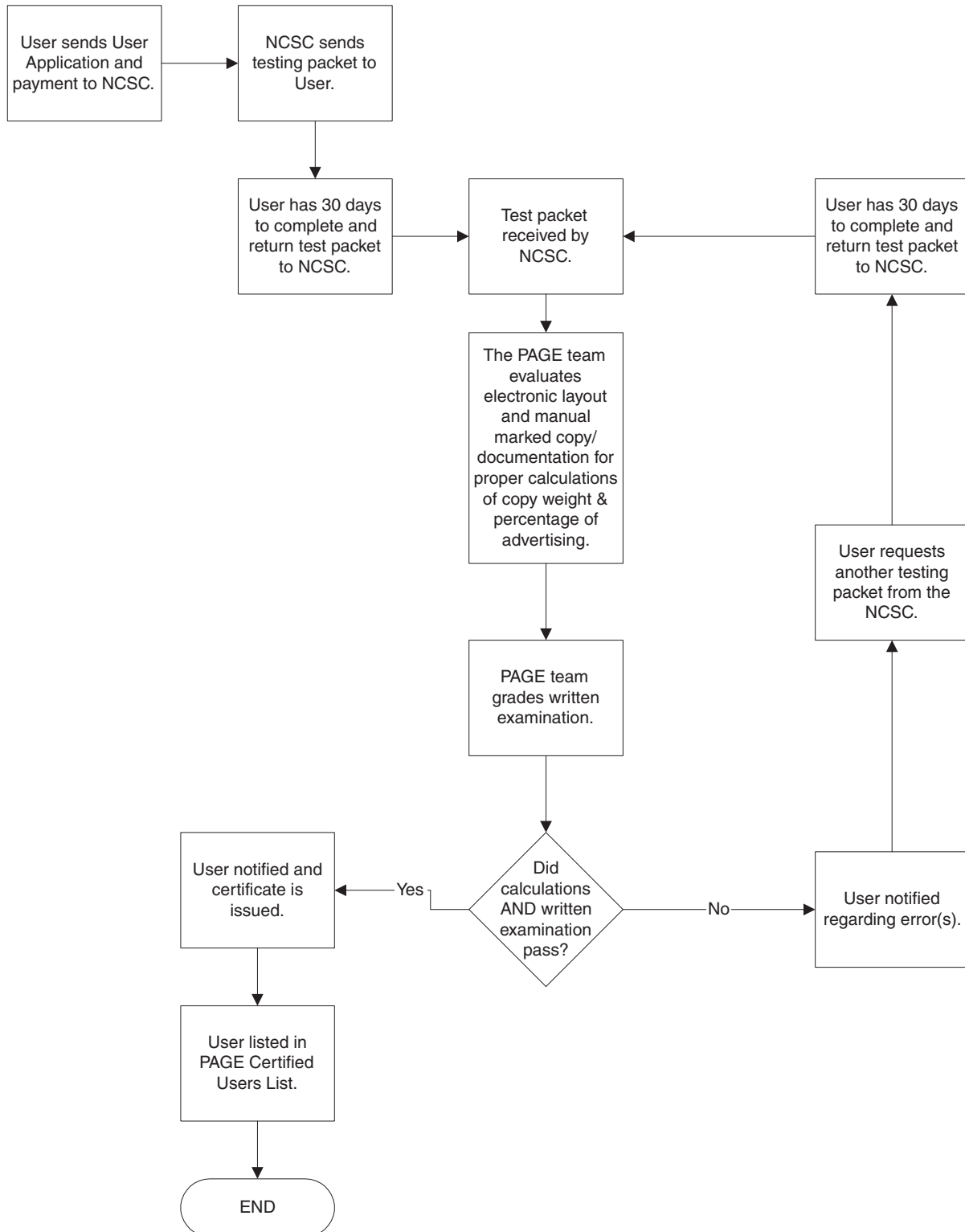


## Product Testing for Developers at NCSC

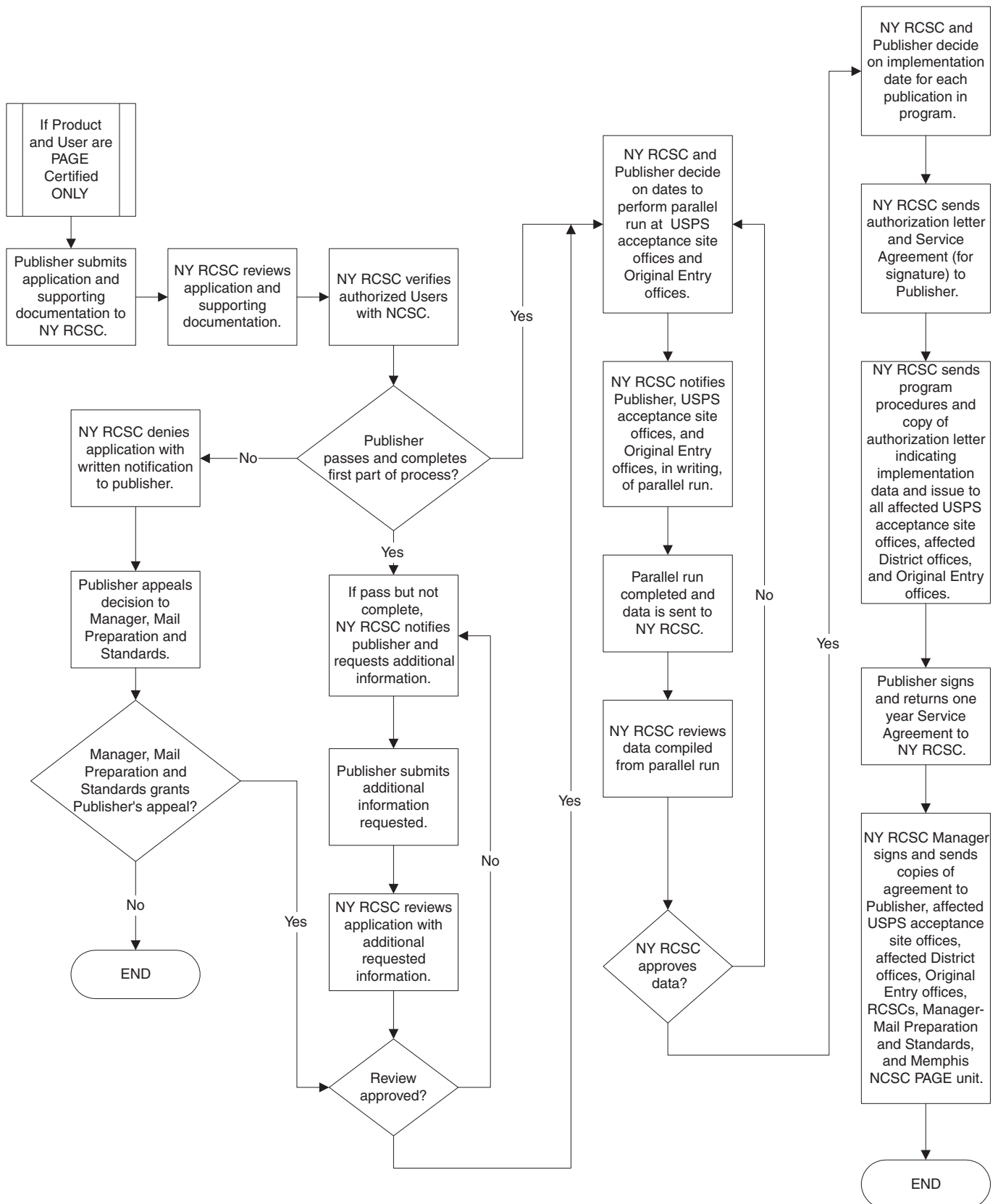




## User's Testing



## Publisher's Application and Authorization



## Test Criteria

PAGE evaluates the accuracy of publication and print planning software products by testing copy weight and advertising percentage calculations and algorithms as well as the basic fundamental regulations of Periodicals mail. The USPS selects different testing scenarios based upon, but not limited to, these key factors:

- Recent Customer Support Rulings released
- Situations in which significant errors are being detected by business mail entry units (BMEU's)
- Periodicals regulations that are relatively new
- Any changes in the DMM that could affect Periodicals classification

## PAGE Cycles and Recertification

### Cycles Initiated from Changes in Periodicals Mailing

The cycle period for PAGE certification generally lasts for one year. However, dates in the cycle are tentative. The USPS reserves the right to begin a new cycle at any time if it deems that any of the following (or any other) factors cause significant enough changes to the dynamics of Periodicals mailing.

- Significant changes made to the DMM or Periodicals regulations
- Changes made to or release of new Customer Support Rulings

Developers and publishers will be notified if any such changes take place. Certification will be valid until the end of the new cycle.

### Recertification Due to Change of Software

Any change to an existing software product must be reported in writing on company letterhead to the PAGE Department at the National Customer Support Center (NCSC) before release. The change will be evaluated to determine whether the calculation logics are affected and if the product and/or the users of that product require recertification. Recertified products and/or users are certified through the end of the current PAGE cycle. It is the responsibility of the developer to notify any users if any change to the software requires them to be recertified.

## PAGE Cycle A Calendar

PAGE Cycle A testing begins for Products	March 11, 2002
PAGE Cycle A testing begins for Users	April 11, 2002
Product Certification for Cycle A expires	March 10, 2003
User Certification for Cycle A expires	April 10, 2004

# PAGE Testing Fees

PRODUCT –	Software analysis at NCSC	\$1000.00
	Software analysis at developer's site	\$2500.00
USER –	User testing packet and analysis	\$25.00
	PAGE Reference Kit (Optional)	\$20.00

## Product/Developer Certification Information

### Product and Version Number

The USPS requires publishers to indicate the product name and version number in the header of the PAGE report. Doing so will facilitate efficient resolution of errors or problems encountered when mail is presented for acceptance.

### Version Number Policy

All PAGE product certifications are awarded to specific versions of publication and print planning software products. To receive PAGE certification, these guidelines must be followed:

- If a grading review of the submitted product is completed without the need for any corrections or changes, the original version number of the publication and print planning software product submitted will be certified.
- After grading, if any corrections or changes to the publication and print planning software logic are required before certification is granted for any of the test categories, a new version number will be specified by the developer for the ppp software product after all corrections/modifications are successfully completed. The components of the version number are as follows:

Version Number	Revision No.	PAGE Cycle	Manufacturer No.
2.01	.03	.A	.99.09

Field A contains the software version number assigned by the developer. The number left of the decimal point represents the major release number, and the number to the right of the decimal point represents the version of the copy weight and advertising percentage calculation logic code. Any change to an existing software product's calculation logic must be reported in writing on company letterhead to the PAGE Department at the National Customer Support Center (NCSC) before release. The change will be evaluated to determine whether the product requires recertification.

*Note: Changing a PAGE-certified product's version number requires recertification of the product under the new version number.*

Field B contains the software revision number representing any non-calculation logic change to the software product. A change in the revision number would be enacted by, but not limited to, an update of enhancements to the user interface; updates to print drivers; or other types of revisions or updates.

Field C contains the PAGE cycle indicator assigned by the PAGE Department.

Field D contains the manufacturer number, which may be used by the manufacturer to indicate other internal tracking information such as monthly or quarterly database releases.

*Note: If Field D is used to indicate database release dates, the USPS recommends using a 2-byte number to indicate the year followed by a decimal and another 2-byte number to indicate the month of the database.*

## PAGE Phraseology and Logo

The USPS prohibits the use of the PAGE logo and any PAGE phraseology on all official USPS forms and required documentation, including postage statement facsimiles, the PAGE statistics report, and the USPS Qualification Report. However, PAGE-certified developers may use the PAGE logo and the phrase “PAGE-certified” on marketing materials and other user documentation.

A camera-ready PAGE logo sheet will be provided for use in developing advertising, packaging, and marketing materials. Duplication or reproduction of the logo is authorized under the following conditions:

- All certified publication and print planning software categories are specified
- The logo is not altered in any way

If the logo is reproduced or duplicated in color, you must use Pantone 294CVC for the blue.

## Licensing Certified Products/ Engines

If the PAGE-certified software is licensed to or from another company, the USPS National Customer Support Center (NCSC) must be informed in writing and complete testing must be conducted successfully to obtain certification for the new product.

If you use your PAGE-certified product as the publication and print planning software engine for other products within your product line, we recommend that you pursue certification for each individual product. However, you may choose to inform the NCSC of this product interrelationship in writing on company letterhead. Certification will be granted to all products after successful completion of testing of the original product. The NCSC reserves the right to conduct random tests on any certified product during the certification cycle.

## Field Error Detection and Resolution

Occasionally, copy weight and advertising percentage calculation errors are detected and reported by USPS field personnel or mailers after a PAGE-certified product has been distributed to customers. If this situation occurs, the following protocol is followed to resolve the problem:

- 1) The PAGE Department starts an incident report file for the product and version number.
- 2) PAGE determines if the problem is a software calculation error or some other problem such as a user setup issue.
- 3) PAGE alerts the developer to the existence of the problem.
- 4) PAGE and the developer collaborate in determining a reasonable time frame in which to correct the problem. If the time frame is exceeded, PAGE certification may be revoked or suspended.
- 5) PAGE reserves the right to request that the developer retest any applicable test files before release.
- 6) When the PAGE Department determines that the problem has been corrected, the developer will release a patch to all customers.

It is the goal of the PAGE Department to assist developers in achieving the highest quality publication and print planning software product possible. The field error detection and resolution policy is a tool for ensuring continued accuracy of calculations. Regardless of cycle schedules, quality assurance remains an ongoing part of PAGE certification.

# Required PAGE Report

PAGE Certified publishers are required to produce a PAGE report. The mailer is required to present this report to acceptance personnel for all Periodicals mailings. The following is the format of the PAGE report:

PAGE Edition Worksheet (PEW)				Mailing Dates: 5/11/02 thru 5/13/02	
<b>4</b> Software: Super Layouts v1.1 <b>6</b> User: Suzy Q. Jones <b>6</b> Publication: Montana's Surfer Weekly <b>6</b> Publisher: Smart Publishing, Inc.		<b>3</b> ISSUE: 6/01/02	<b>2</b>		
<b>8</b> RA/PS/1C Enclosure: YES Weight: 0.0123 lbs.		<b>5</b> <b>7</b>	<b>5a</b> Date Certified: 3/12/02 <b>7a</b> Date Certified: 3/22/02 Date Authorized: 5/1/02 Date Authorized: 5/2/02	<b>4a</b> <b>6a</b>	
<b>E1</b> RA/PS/1C Enclosure: YES Weight: 0.0123 lbs.		<b>E2</b> RA/PS/1C Enclosure: No Weight:			

Publisher's Edition Codes Worksheet							
<b>10</b> Group D1		<b>12</b>	<b>13</b>	<b>14</b> DOMESTIC	<b>15</b>	<b>16</b>	<b>17</b>
<b>11</b> Sequential # of Editions	Edition Code	Publishers Weight	Number of Copies	Weight per Edition	% Edition	Cumulative Weight	
1	A1	0.2356	98582	223331	40.99%	223331	
2	A3	0.2366	79580	18829	3.46%	242160	
3	B2	0.2377	78888	18752	3.44%	260911	
4	B4	0.2388	69584	16617	3.05%	277528	
5	B7	0.2399	65128	15621	2.87%	293149	
<b>18</b> TOTALS 5	Totals		<b>19</b> 391762		<b>20</b> 53.80%		
<b>Group D2</b>							
Sequential # of Editions	Edition Code	Publishers Weight	Number of Copies	Weight per Edition	% Edition	Cumulative Weight	
6	C6	0.2409	65020	15665	2.87%	308814	
7	C9	0.2420	64125	15518	2.85%	324331	
8	D4	0.2431	63114	15340	2.82%	339672	
9	Z1	0.2441	62154	15174	2.78%	354845	
10	C4	0.2452	60099	14736	2.70%	369582	
11	E5	0.2463	58241	14343	2.63%	383925	
12	A2	0.2473	58000	14346	2.63%	398270	
13	D3	0.2484	56666	14076	2.58%	412347	
<b>TOTALS 8</b>	<b>Totals</b>		<b>487419</b>		<b>21.88%</b>		
<b>Group D3</b>							
Sequential # of Editions	Edition Code	Publishers Weight	Number of Copies	Weight per Edition	% Edition	Cumulative Weight	
14	X2	0.2495	55587	13868	2.55%	426215	
15	M1	0.2506	54648	13692	2.51%	439907	
16	M2	0.2516	52146	13121	2.41%	453028	
17	M5	0.2527	49652	12547	2.30%	465574	
18	X3	0.2538	48882	12404	2.28%	477978	
19	G6	0.2548	48725	12417	2.28%	490395	
20	Y2	0.2559	39999	10236	1.88%	500631	
21	Y8	0.2100	39858	8370	1.54%	509001	
22	ADE4	0.2856	32658	9327	1.71%	518328	
23	GRE5	0.2658	31245	8305	1.52%	526633	
24	PO6	0.2085	31125	6490	1.19%	533123	
25	SS7	0.2225	30028	6681	1.23%	539804	
26	G45	0.2642	19258	5088	0.93%	544892	
<b>TOTALS 13</b>	<b>Totals</b>		<b>1194137</b>	<b>22</b> Total Pounds 544892	<b>Total % 24.33%</b>		
<b>Total Domestic Editions 26</b>		<b>21</b>	<b>23</b> Halfway Pounds 272446	<b>24</b> SUM % of Editions 100.00%			



# Page Edition Worksheet Format

## Header Info

- 1 - Title of Report (PAGE Edition Worksheet)
- 2 - Dates of Mailing
- 3 - Issue Date
- 4 - Name/Version # of PAGE Certified Software
- 4a - Date software was certified
- 5 - Name of Certified End User
- 5a - Date Certified End User was certified
- 6 - Publication title
- 6a - Date Publication Authorized
- 7 - Name of Publishing Company
- 7a - Date Publisher Authorized
- 8 - Enclosure Type (RA - Ride-Along, PS - Presort Standard, 1C - First-Class)
- 8a - Weight of Enclosure

## Publisher's Edition Codes Worksheet

- 9 - Type of Mailing (Domestic or Foreign)
- 10 - Sequential Numbering of each group (Ex. Domestic = Group D1, Foreign Group 1 = F1)
- 11 - Sequential Number for corresponding editions
- 12 - Publisher's Edition Codes
- 13 - Publisher's Weight - weight of each edition (.lbs)
- 14 - Number of copies per edition
- 15 - Weight per Edition
- 16 - Percentage Edition - percentage of the weight of the total mailing
- 17 - Cumulative Weight - cumulative weight of each additional editions (.lbs)
- 18 - Total Quantity of editions per group
- 19 - Total number of copies per group
- 20 - Total % Edition per group
- 21 - Total Domestic Editions - Total Quantity of Editions
- 22 - Total Pounds - Total Weight per Edition
- 23 - Halfway Pounds - Half the Total Pounds
- 24 - Total % of Editions - Total percentage of all domestic editions
- 25 - Foreign Only Enclosure? (Yes or No)
- 25a - Weight - Weight of Foreign Enclosure
- 26 - International Rate Group
- 27 - (Foreign) Publisher's Weight (ozs.)
- 28 - Price per Copy (US Dollars)
- 29 - Total Postage (US Dollars)
- 30 - Total Foreign Editions
- 31 - Total Foreign Copies
- 32 - Total Foreign Postage (US Dollars)



# The PAGE Process for Developers

## General Testing Instructions

To achieve PAGE certification, the following instructions, measuring guidelines, and parameters must be followed explicitly.

**Testing at the National Customer Support Center (NCSC):** Developers must send the completed PAGE Order Form along with the pre-qualification survey, appropriate fees, and the software to the NCSC located in Memphis, TN to initiate the testing process. If the PAGE report format is incorrect, then the developer must resubmit it with any corrections indicated by the NCSC. The certification staff will build an electronic mock magazine issue with specific characteristics, advertisements, and paper stock. Both the percentage of advertising calculations and copy weight calculations will be scrutinized thoroughly. The developer is responsible for providing complete technical support during the testing process. If any calculation is found to be incorrect, the developer will receive a report from the PAGE department indicating the discrepancies. The developer must then make the appropriate changes to the software and send the new software to the NCSC for testing. When all calculations are deemed 100% accurate, a certificate will be issued to the developer for the specific product and version number.

**On-Site Audits:** Developers requesting an on-site audit must send the completed PAGE Order Form along with the pre-qualification survey, and appropriate fees to the NCSC to initiate the testing process. Upon receipt of the application materials, the PAGE certification team will contact the Developer to schedule the on-site testing. The certification process for proprietary products is exactly the same as for retail products. The certification staff will build an electronic mock magazine issue with specific characteristics, advertisements, and paper stock. Both percentage of advertising calculations and copy weight calculations will be scrutinized thoroughly. The developer is responsible for providing complete technical support during the on-site audit. If any calculation is found to be incorrect, the developer will be given a verbal report on-site from the PAGE department indicating the discrepancies (hardcopy reports will be available after the PAGE staff completes its on-site audit). The developer must then make the appropriate changes to the software and the certification staff will begin the test again. When all calculations are deemed 100% accurate, a certificate will be issued to the developer for the specific product and version number.

Developers **MUST** complete the certification process before their users are eligible to apply for certification.

Cycle A certifications are valid until March, 2003 unless otherwise necessary for any reasons covered above under Test Criteria (page 7).

## Certification Criteria

After providing the USPS with a working copy of the software for evaluation by the PAGE department, each product is scrutinized for its accuracy of calculations and compliance with current DMM mailing standards and Customer Support Rulings (CSR's). The evaluation includes inspection of:

- Virtual weight calculations, including review of paper stock statistics, weight of perfect bound vs. saddle stitched publications
- Advertising percentage calculations including the handling of Public Service Announcements; publishers own advertising; white space; neutral space; the handling of inserts (tip

ins, tip ons, onserts, outserts, etc.); advertising on polybags, wrappers, bellybands, etc.; advertising in supplements; reader service cards and questionnaires

- Tracking of edition statistics and the reporting of them on the PAGE report
- Format of the PAGE report
- Output document for generation of Mail.Dat data

If the product presented is deemed 100 percent accurate and in compliance with current DMM mailing standards, certification is awarded. If any errors preventing certification are detected, an evaluation report identifying the specific violations and their appropriate DMM references will be provided to the developer. After the proper changes/adjustments are made to the software, the developer is responsible for supplying a new copy of the software for analysis.

After the developer has successfully completed the testing process, a certificate will be awarded naming the developer, product, and version number. This information will also be included in the official PAGE-certified products listing.

Developers whose products have been certified for copy weight and advertising percentage calculations receive an official PAGE certificate and have their name, address, and product name and version number included in the list of PAGE-certified software products. The certified list is published periodically in the *Postal Bulletin*, and reprints are available through the NCSC. Weekly updates including User certifications are available electronically through the USPS Rapid Information Bulletin Board System (RIBBS) at <http://ribbs.usps.gov/PAGE>. The developer **MUST** complete the certification process before users are eligible to participate.

All test output **must** be submitted to the USPS via Express or Priority Mail. Send to Attn:

United States Postal Service  
PAGE Department  
6060 Primacy Pkwy. STE 201  
Memphis, TN 38188-0001

## Clarifications of Periodicals Mailing Standards

The following information is provided to assist you in the PAGE certification process.

Customer Support Rulings were created to assist postal personnel and customers with interpreting, clarifying, and applying the meaning of the standards contained in the *Domestic Mail Manual* (DMM). The rulings are intended to be used in conjunction with the DMM mailing standards. Because they are based on requirements current at the time of issuance, future rulings may supplement, amend, or supersede the present rulings.

Enclosed in this section are all the Customer Support Rulings for Periodicals mail that are pertinent to the PAGE program. As needed, new rulings are issued by the Manager, Mail Preparation and Standards, Washington, DC. To keep abreast of the most current Customer Support Rulings issued, consult the USPS Rapid Information Bulletin Board System (RIBBS) at <http://ribbs.usps.gov/PAGE>. You can also find the latest version of the *Domestic Mail Manual* (DMM), Federal Register Notices, and *Postal Bulletin* articles at [www.usps.com](http://www.usps.com).

## References:

### *Domestic Mail Manual (DMM)*

DMM Sections:

C200 – Periodicals  
E211 – All Periodicals  
E212 – Qualification Categories  
E213 – Periodicals Mailing Privileges  
E214 – Reentry  
E215 – Copies not paid or requested by Addressee  
E216 – Publisher Records  
G094 – Ride-Along Rate for Periodicals  
P200 – Payment for Periodicals

## Customer Support Rulings (PS)

CSR#	DMM	Description
PS-001	C200,E211	Periodicals Supplement with Demographic Distribution
PS-009	E212.4.2	Requester Subscription with Premium Offers
PS-012	P200.2.3	Measurement of Advertising Matter
PS-025	E211, E212.3	Advertising Matter in Publication Issued by State Dept. of Agriculture
PS-033	E211.11, C200.4.4	Page Charge - Scientific Journals and Other Periodicals Publications
PS-034	E211.11, C200.1.4	Reader Service Cards
PS-039	E211.3	Silk Screen Process
PS-047	E211.11, P200	Advertising Matter - Periodicals
PS-052	E211.5	Regular Issuance - Periodicals
PS-059	E211.10	Numbering of Pages in Periodicals Publications
PS-070	E211.3	Printed Sheets - Periodicals Matter
PS-078	C200, P070	Envelopes in Periodicals Publications
PS-085	E212.1	Subscription Order Forms
PS-087	C200, E211.3	Lipstick Color Inks
PS-089	C200	Scratch and Sniff Advertisements
PS-103	C200, E211.3	Tone Generators
PS-104	C200.1, P200.1	Advertisements Printed on Plastic Wrappers
PS-141	E212	Similar Newspapers or Other Publications - Periodicals
PS-143	E211.11	Page Headings
PS-147	E212.4	Pages and Advertising Content of Requester Copies
PS-157	E211.11.1	Make-Good Advertisements
PS-158	C200.1.4	Subscription/Sweepstakes Entry Form
PS-234	C200.1	Multilayer Page Advertisements - Periodicals Publications
PS-239	C200.1	Questionnaires
PS-241	E212.1	Advertising in Periodicals Issues

PS-244	E212, C200.1	Negative Option Subscription Forms
PS-250	E211.11	Questionnaires - Reader's Profile
PS-251	E211.11	Advertiser Index Page
PS-255	C023.11	Fragrance Advertisement - Periodicals
PS-270	E212.1, E211.11	Public Service Advertisement - Periodicals Publications
PS-272	C200.1	3-D Glasses - Periodicals Publications
PS-273	C023.11.5	Fragrance Advertisements in Periodicals Publications
PS-274	C200	Bellybands - Periodicals Publication
PS-279	C200.1	Peel-Off Stickers on Pages of Periodicals Publications
PS-307	C200	Cosmetic Color Strips

# User Certification Information

## The PAGE Process for Users

### User Certification

The user must complete and submit a User's Application and \$25 examination processing fee to the PAGE department to receive a testing packet. Users have 30 days to complete the tests and return them to the USPS.

The testing packet consists of three parts. The first part requires the user to complete an electronic layout of the largest edition of a recent issue of their publication. Second, the user must prepare a manually marked copy of the same edition/issue. The PAGE department will analyze the electronic copy, the manually marked copies, and the documentation for proper calculations of weight and percentage of advertising; 100% accuracy is required to successfully complete these portions of the certification process. The third part is a written examination of 100 multiple-choice questions. This examination may be taken "open book". A score of 90% or better is required to pass.

All parts of the completed test packet should be submitted for evaluation to the NCSC at the same time. In the event that any part does not pass inspection, the user may request another test packet to try again.

Cycle A certifications are effective until April 10, 2004.

Users who have been certified for copy weight and advertising percentage calculations receive an official PAGE certificate and will have their name, address, company name, and publication(s) included in the list of PAGE-certified software users. The certified list is published at the end of the testing cycle in the *Postal Bulletin*, and reprints are available through the NCSC. Weekly updates including product certifications are available electronically through the USPS Rapid Information Bulletin Board System (RIBBS) at <http://ribbs.usps.gov/page>.

All test output **must** be submitted to the USPS via Express or Priority Mail. Send to Attn:

United States Postal Service  
PAGE Department  
6060 Primacy Pkwy. STE 201  
Memphis, TN 38188-0001

### General Testing Instructions

To achieve PAGE certification, the following instructions, measuring guidelines, and parameters must be followed explicitly.

**Users** of PAGE certified software must send the completed User's Application to the NCSC to request a testing packet. The user will have 30 days to complete the three tests after receipt of the testing packet. If you are certifying for more than one publication, you only have to go through the testing process once.

**Test #1** User submits an electronic layout of the largest edition of a recently published issue for your publication. If you are certifying for more than one publication (all using the same PAGE certified software) you must choose the publication with the largest recent edition/issue.

**Test #2** User submits an actual hardcopy of the same issue which has been manually marked to postal specifications to indicate advertising/editorial/weight only.

**Test#3** A written examination tests the user's fundamental knowledge of Periodicals mailing requirements and regulations. The user must obtain a score of 90% or higher to pass the examination.

If a user does not pass all three tests on the first try, another testing packet may be requested by contacting the PAGE department at 800-238-3150. When a user successfully completes the testing process, a certificate will be issued with the user's name, company name, publication and PAGE product name/version number. The user will also be listed on the PAGE Certified User's List posted on the web at <http://ribbs.usps.gov/page>.

# Publishers Authorization Process

## Overview

In the final portion of the PAGE process, the Publisher is authorized to use the weights and advertising percentages generated through a PAGE-certified production program. This authorization will allow the publisher to use the weights and advertising percentages they generate in the PAGE-certified software on the final postage statements submitted to the USPS for debiting. This authorization eliminates the need for the USPS to create the weight per copy through a manual weighing process and allows the publisher to avoid submitting an actual manually marked copy for each issue of their publication.

## How to Apply:

The publisher must submit PS Form 3599, *Application to Accept Publisher's Weights and Advertising Percentages for Periodicals Publications*.

## Where to Apply:

Publishers should submit the application to the Manager, New York Rates and Classification Service Center (NY RCSC). For additional information, contact the New York RCSC at the address below.

MANAGER  
NEW YORK RATES & CLASSIFICATION SERVICE CENTER  
US POSTAL SERVICE  
1250 BROADWAY FL 14  
NEW YORK, NY 10095-9599

## When to Apply:

The application should be submitted only after BOTH the developer software and the Publisher's end users of the software have been certified.